

# **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

## **ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2008-46

March 26, 2008

**SUBJECT:** Establishment - Office of Community Affairs

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that Mayor's Order 2007-92, dated April 10, 2007, is rescinded and reissued in its entirety to read as follows:

### **I. ESTABLISHMENT**

There is hereby established in the Executive Branch of the Government of the District of Columbia, within the Executive Office of the Mayor, the Office of Community Affairs ("Office"), to be headed by an Executive Director appointed by the Mayor.

### **II. PURPOSE**

The Office shall be responsible for ensuring that the needs of the residents of the District of Columbia are met and that residents' engagement and interests in the community are heightened.

### **III. FUNCTIONS**

The functions of the Office shall include:

- A. Increasing efficiency in addressing District residents' concerns through improvements in response time and accessing solutions.
- B. Improving the delivery of community services to the residents of the District of Columbia.
- C. Providing improved community outreach to District residents.
- D. Promoting and facilitating communication and coordination among District of Columbia government agencies and the community.
- E. Providing education and information to agencies and community civic organizations.

- F. Facilitating the provision of information to the Mayor on the concerns of community civic associations.
- G. Advocating and advising on policy relating to the Office on African Affairs, Office of Women's Policy and Initiatives, Office of Gay, Lesbian, Bisexual and Transgender ("GLBT") Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.

#### **IV. COMPOSITION**

- A. The Office shall be composed of the following two (2) divisions:
  - 1. Mayor's Office of Community Relations and Services ("MOCRS").
  - 2. Constituent Services Offices.
- B. The Mayor shall appoint individuals to fill the following positions within the Office:
  - 1. An Executive Director of the Office of Community Affairs who shall oversee the following mayoral appointees:
    - a. One (1) Activities Director for African Affairs.
    - b. One (1) Activities Director for the Office of Women's Policy and Initiatives.
    - c. One (1) Activities Director for the Office of GLBT Affairs.
    - d. One (1) Activities Director for Ex-offenders Affairs.
    - e. One (1) Activities Director for the Youth Advisory Council.
  - 2. A Director of the MOCRS.

#### **V. ORGANIZATION AND RESPONSIBILITIES**

- A. The Executive Director shall report to the Chief of Staff of the Executive Office of the Mayor.
- B. The responsibilities of the Executive Director shall include, but not be limited to, the following:
  - 1. Ensuring that the Office fulfills the Mayor's vision and serves the communities it represents.
  - 2. Overseeing the Constituent Services Offices and their respective Activities Directors described in Section IV (B)(1).

3. Overseeing the Director of the MOCRS to ensure that the Director is handling matters in a timely and appropriate manner.
4. Managing the budget for the Office.
5. Managing all aspects of all personnel, positions, and equipment authorized.
6. Tracking the activities and services provided.
7. Customer service.
8. Risk management.
9. Assisting in problem solving and issue resolution related to the MOCRS, Office on African Affairs, Office of Women's Policy and Initiatives, Office of LGBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.
10. Evaluating the performance of the directors of the MOCRS, Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.
11. Overseeing and managing the budget for the MOCRS, Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.
12. Creating and implementing strategic plans and yearly goals for the MOCRS, Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.

C. The Director of the MOCRS shall report to the Executive Director. This Director's responsibilities shall include, but not be limited to, the following:

1. Providing and managing services to constituents and facilitating residents' relations with the District government through the Outreach Specialists.
2. Ensuring that constituent requests are addressed quickly and effectively to aid residents with their relationships with all District offices and agencies.
3. Increasing efficiency in addressing District residents' concerns through improvements in response time and the creation of lasting solutions.
4. Improving the delivery of community services to District residents.
5. Advising the Executive Director on policy relating to the MOCRS.

- D. The Director of the MOCRS shall appoint the following positions within his or her office:
1. Two (2) Outreach Specialists for each Ward in the District of Columbia.
  2. Up to four (4) Staff Assistants to be shared between Outreach Specialists.
  3. One (1) Executive Assistant.
  4. One (1) Special Projects Coordinator
- E. The Outreach Specialists shall report to the Director of the MOCRS, and their responsibilities shall include, but not be limited to, the following:
1. Planning and implementing actions in response to constituent requests by organizing service activities within the Ward. These actions will include connecting multiple agencies to solve complex issues and providing the highest customer service to Ward residents.
  2. Addressing multi-agency issues.
  3. Managing Staff Assistants, which may include but not be limited to, assigning tasks, evaluating performance, and prioritizing Staff Assistants' activities.
- F. The MOCRS shall have Staff Assistants who shall report, and provide support, to the Outreach Specialists.
- G. The Activity Directors for the Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council shall report to the Executive Director. The responsibilities of these Activity Directors shall include, but not be limited to, the following:
1. Advocating for their respective constituents.
  2. Advising the Executive Director on policy relating to the Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth Advisory Council.
  3. Ensuring the delivery of District services to constituents.

## **VI. EXISTING OFFICES**

- A. The MOCRS, Office on African Affairs, Office of Women's Policy and Initiatives, Office of GLBT Affairs, Office of Ex-offenders Affairs, and the Youth

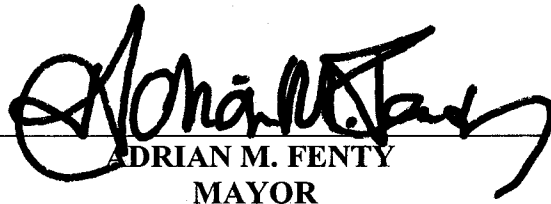
Advisory Council shall, under the direction of the Office of Community Affairs, continue to function in their current capacities.

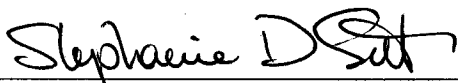
- B. Henceforth, the Commission for Women shall be known as the Office of Women's Policy and Initiatives.

**VII. EFFECT ON PRIOR ORDERS**

To the extent that this Order is inconsistent with the provisions of any other Mayor's Order, the provisions of this Mayor's Order shall supersede the provisions thereof.

- VIII. EFFECTIVE DATE:** This Order shall become effective immediately.

  
ADRIAN M. FENTY  
MAYOR

ATTEST:   
STERHANIE D. SCOTT  
SECRETARY OF THE DISTRICT OF COLUMBIA

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL



Legal Counsel Division

**MEMORANDUM**

**TO:** Garrett L. Lee  
Interim Deputy General Counsel to the Mayor  
Executive Office of the Mayor

**FROM:** Wayne C. Witkowski  
Deputy Attorney General  
Legal Counsel Division *WCW*

**DATE:** March 19, 2008

**SUBJECT:** Legal Sufficiency Review of Draft Mayor's Order for the Office of  
Community Affairs  
(AM-08-058 D)

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This responds to your e-mail today, by which you request that this Office review a further revised draft of the above-referenced draft Mayor's Order (Order) for legal sufficiency.<sup>1</sup>

The Order<sup>2</sup> would, principally, rescind and reissue in its entirety Mayor's Order 2007-92, dated April 10, 2007, establishing the Office of Community Affairs.

Subject to technical review by the Office of Documents and Administrative Issuances, I find the Order to be legally sufficient.

If you have any questions about this memorandum, please contact either Assistant Attorney General John J. Grimaldi, II, Legal Counsel Division, at 724-5198, or me at 724-5524.

WCW/jjg

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<sup>1</sup> I found earlier drafts of the Order to be legally sufficient in memoranda to you dated, respectively, January 25, and February 14, 2008.

<sup>2</sup> The Order is authorized by section 422(2) of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 790, D.C. Official Code § 1-204.22(2) (2006 Repl.).